

11 March 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

SUBJECT : A&TD Monthly Report Submission -
February 1975

PERSONNEL BRANCH

1. The Office reorganization which resulted as an outcome of the PMCD survey and a number of internally initiated reorganizational changes were approved and published on the recent 28 February 1975 issuance of the Staffing Complement. Several items from the PMCD survey are still unresolved, but at this point we feel that there is light at the end of the tunnel

2. Vacancy notices were prepared and published on 11 professional and 6 clerical positions during the month. We received 63 professional and 9 clerical responses to these notices.

3. The DDA's handbook draft on Directorate personnel policies has been through a series of rewrites and the Director of Security attended an editing session with other Sub-Group Heads on 21 February 1975. It is anticipated that the handbook will be ready for publication the latter part of March 1975.

STATINTL 4. [REDACTED] was accepted into the Security
STATINTL Career Service as an investigator trainee on 3 February.
STATINTL [REDACTED], who came to us from the OCI Watch Office, will
be assigned to [REDACTED] until the Agent training course begins in
September.

5. The Candidate Selection Panel mentioned in last month's report got into full swing during February and to date has reviewed approximately 100 files and interviewed some 15 candidates.

6. We continue to have a problem with clerical shortages within the Office and reported a requirement for eight people to the OP/Clerical Staffing Branch during February. Projections indicate that the situation will get worse before we get some relief from the normal summer hiring cycle.

7. Copies of a Notification of Exempt/Non-Exempt Status under provisions of the Fair Labor Standards Act have been made available to each OS employee and their supervisor and one copy placed in the Admin file.

8. The Staffing Complement format has been revised by the Office of Personnel to include new information which should make it more useful to management. This means that a number of new items have been computerized which increases the different types of information which can be retrieved by computer run.

B&F BRANCH

1. Financial Analysis Numbers (FANs) were assigned and a Resource Package established for the European and Latin American Regional Security Staffs.

2. The FY-1976 Congressional Budget was submitted to the Comptroller 20 February 1975. It was prepared at the personnel and fund levels provided by the DD/A. After adjustment for pay act costs, reduction in travel and other costs the total OS Budget for FY-1975 is [REDACTED] and for FY-1976 it is [REDACTED]. Travel limitations, imposed by P.L. 93-554, recognized in the FY-1975 column of the above budget have since been repealed by P.L. 94-6 making it permissible to re-program for additional travel within our current operating allowance.

STATINTL

3. Chief, B&F met with Chief, DDS&T/SMS [REDACTED] and two members of the Defense Contract Audit Agency and briefed them on use of certain DDS&T contractors as conduits for [REDACTED] funding. The DCAA auditors were subsequently provided information on amounts funded, etc. As part of the regular audit, accounts of each of the ten contractors currently being used will be examined to assure proper treatment of [REDACTED] funds. One company audited so far was found clean.

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[REDACTED]
Chief, Administration and
Training Division

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